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Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Complaint & Summons**

Enter **Case Number**, click **Next**.

Select **Counterclaim**, click **Next**.

Click **Next**.

**Select** the party, **(The party you are filing on behalf of)**

Click **Next**.

Click **Next**.

Associate the pdf file of the **Counterclaim**, click **Next**.

**Note:** The message displays:

### Counter Party Complaint

Select from the following list the party (s) **against** whom you are filing this Counterclaim.

**Select** the Party or Group. **(The party you are filing AGAINST)**

Click **Next**.

**Select** the party. **(The party you are filing on behalf of)**

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

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**Source URL (modified on 06/15/2014 - 2:56pm):**

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